

## RBS DAYS OF CARE SCHEDULE – INSTRUCTIONS

### County Annual Report – Section A, Question 2

(Revised June 2012)

#### PURPOSE:

The Residentially Based Services (RBS) Days of Care Schedule captures the number of days that clients are in the RBS program or have participated in the RBS program, beginning with date of entrance in RBS Residential Group Care, to RBS Community "Bridge" Care, any periods of Crisis Stabilization, and then to a Permanent Placement.

#### INSTRUCTIONS FOR COMPLETION:

The "Days of Care Schedule" should be completed by either a county representative or the provider for all youth admitted to the RBS program since implementation. In entering the data, the form contains formulas in which the computer automatically calculates the length of time in care based on the date entered in the "Period Covered".

**Non-Profit Corporation Name:** Enter the name of the non-profit corporation.

**Program Number:** Enter the RBS program number assigned by the California Department of Social Services (e.g., 1234.10.02).

**Period Covered:** The CAR report period ends December 31 of each calendar year the RBS project is in operation. For the "Period Covered" enter 12/31 and the calendar year the CAR covers.

**Contact Person:** Enter the name of the person who completed the form.

**Telephone Number:** Enter the telephone number of the contact person who completed the form.

**Date Completed:** Enter the date the form was completed.

#### Complete Columns B Through T as Follows:

##### I. YOUTH ENROLLED

1. **Assign Number:** In order of admission, list all youth admitted to the RBS program since implementation. Assign each youth a number in Column A. [Note: For youth who return to RBS Residential Group Care from Community-Based Bridge Care or After Care in Permanent Placement, indicate the youth's return by using an asterisk (\*) in Column A. Placement history for youth who return to RBS Residential Group Care should be included in the row immediately below the youth's initial RBS placement history.]
2. **RBS Youth's Foreign Client Key:** Enter the youth's 11 digit foreign client key in Column B. [Note: The foreign client key is used to protect client confidentiality. Do not include any other identifying information.]

##### II. RBS RESIDENTIAL GROUP CARE

3. **Date Entered:** Enter the date (month, day, and year) the client entered RBS Residential Group Care in Column C.
4. **Date Exited:** Enter the date (month, day, and year) the client exited RBS Residential Group Care in Column D. If the client has not exited RBS Group Care, leave Column D blank.
5. **Total Days Upon Exit:** The computer automatically calculates the total days upon exit in Column E, based on the difference in Column D minus Column C.
6. **If Still in Group Care:** If the client has not exited RBS Group Care, Columns D and E should be blank and the computer automatically calculates the days in care to date in Column F, based on the difference in the "Period Covered" date entered above and Column C.

##### III. RBS COMMUNITY-BASED "BRIDGE" FOSTER CARE

7. **Date Entered:** Enter the date (month, day, and year) the client entered RBS Community "Bridge" Care in Column G.
8. **Date Exited:** Enter the date (month, day, and year) the client exited RBS Community "Bridge" Care in Column H. If the client has not exited RBS Community "Bridge" Care, leave Column H blank.
9. **Total Days Upon Exit:** The computer automatically calculates the total days upon exit in Column I, based on the difference in Column H minus Column G.
10. **If Still in Community "Bridge" Care:** If the client has not exited RBS Community "Bridge" Care, Columns H and I should be blank and the computer automatically calculates days in care to date in Column J, based on the difference in the "Period Covered" date entered above and Column G.
11. **Number of RBS "Bridge" Placements:** Enter the number of RBS placements in Community "Bridge" Care in Column K.

##### IV. RBS EPISODES INCURRED FOR CRISIS STABILIZATION

12. **Episodes of RBS Crisis Stabilization?:** If the client required one or more episodes of placement in the residential facility for crisis stabilization purposes, then enter "Yes" in Column L. If no such removals occurred, then enter "No" in Column L.

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**County Annual Report – Section A, Question 2**  
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13. If “Yes”, complete a row in the form contained on the second tab of the RBS Days of Care Schedule entitled “Crisis Stabilization.” Enter the youth’s foreign client key in Column B. Enter the dates the client entered and exited the RBS crisis stabilization placement. The total number of days a client is in crisis stabilization runs concurrently and is included in the total number of days in the Community component the youth was in when the crisis stabilization episode occurred. [Note: A crisis stabilization episode has a maximum limit as provided in the approved RBS program model, not to exceed 14 days.]

**V. RBS AFTERCARE IN PERMANENT PLACEMENT**

14. **Date Entered:** Enter the date (month, day, and year) the client entered a RBS Permanent Placement in Column M.
15. **Date Exited:** Enter the date (month, day, and year) the client exited a RBS Permanent Placement in Column N. If the client has not exited RBS Permanent Placement, leave Column N blank.
16. **Total Days Upon Exit:** The computer automatically calculates the total days upon exit in Column O, based on the difference in Column N minus Column M.
17. **If Still in Permanent Placement:** If the client has not exited a RBS Permanent Placement, Columns N and O should be blank and the computer automatically calculates the days in care to date in Column P, based on the difference in the “Period Covered” date entered above and Column M.
18. **Current Status Code:** Enter one of the Current Status Codes identified on the form below for either “Open Cases” (Open 1-3) or “Closed Cases” (Closed 4-8) in Column Q. A definition of each Status Code is provided below.
1. RBS Case Open with Youth in Residential Group Care – Use this code for youth who remain in RBS and are in RBS residential group care at the end of the reporting period.
  2. RBS Case Open with Youth in “Bridge” Foster Care – Use this code for youth who remain in RBS and are in “Bridge” Foster Care at the end of the reporting period.
  3. RBS Case Open with Youth in Permanent Placement with RBS Aftercare Services – Use this code for youth who remain in RBS and are in their permanent placement (e.g., a family setting with biological parents, relative, non-related extended family member, foster parent, etc.) at the end of the reporting period.
  4. RBS Case Closed: Graduation – Use this code for youth who exited and successfully graduated from the RBS program during the reporting period.
  5. RBS Case Closed: Exit before Graduation due to Emancipation – Use this code for youth who exited the RBS program before graduation due to emancipation during the reporting period.
  6. RBS Case Closed: Exit before Graduation for Reason other than Emancipation – Use this code for youth who exited the RBS program before graduation for any reason other than emancipation (e.g., extended AWOL, placed in a juvenile detention facility, etc.) during the reporting period.
  7. RBS Case Closed: Voluntary Closure – Use this code for youth who exited the RBS program due to family or youth’s voluntary decision to no longer participate in RBS during the reporting period.
  8. RBS Case Closed: AB 3632 Eligibility Ends – Use this code for youth who exited the RBS program because their AB 3632 eligibility ended during the reporting period.
19. **Total Days in RBS – Closed Cases:** Leave Column R blank, as the computer automatically calculates and adds the total days in care (Column E or F), (Column I or J), and (Column O or P).
20. **Total Days in RBS – Open Cases:** Leave Column S blank, as the computer automatically calculates and adds the total days in care (Column E or F), (Column I or J), and (Column O or P).